

Attendant Care Meeting Agenda
Thursday – May 17, 2007

I. Welcome/Introductions

II. Approval of Minutes

III. Update from Other Sub-Groups/Steering Committee

IV. Review and Edit Handbook – Arkansas Training Manual

V. Timelines/Objectives

VI. Future Meeting Dates

VIII. Responsibilities for Next Meeting

IX. Adjournment

Consumer Directed Care – Attendant Care Sub-Group

Date of Meeting: May 17, 2007

Minutes Prepared By: Julie Bubul

1. Purpose of Meeting

- Member Introductions
- Update from other Sub-Groups
- Complete PCA training portion of Member Handbook

2. Attendance at Meeting

| Name | Company |
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| Gwen Dean | ABIL |
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| April Charpiot | |
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| Jane Kjeldness | Heart Felt Help (by telephone) |
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| Jutta Ulrich | DES/DAAS |
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| Jolynn Thomas | Yavapai County LTC |
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| Jolie Keys | Evercare (for Joanne Helmer) |
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| Julie Bubul | P/GLTC |
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Absent: John Black, AHCCCS, Denise Chambers, P/GLTC, Tony DiRienzi, SILC

3. Meeting Notes, Decisions, Issues

Update from Other Sub-Groups:

April and Julie gave summaries of work the other sub-groups are doing. April distributed some materials that the Case Management and Member-Related groups have developed: Task Lists, Training Needs, Is CDC Right for Me?

Miscellaneous Discussion:

- Who will provide training to the worker? There are several possibilities: the member, a contracted provider agency, the FI or “traveling” trainers who would go to more rural areas and provide training to several people at once.
- Getting permission to use the Arkansas Training Manual: April reported she has been in contact with the person who can grant official permission and give us the password to modify the PDF document. April will explain what we’re doing and if she needs more information will let Julie know so she can send an official letter.

Review and Edit Handbook – Arkansas Training Manual

The group reviewed the sections that had been completed since the last meeting:

Chapter 2: Not done yet.

Chapter 3: Communication: Approved as revised by Denise.

Chapter 4: Secondary Conditions:

- Pressure Sores: approved as revised by Gwen
- Bathing: approved as written by Gwen

Gwen will review and revise the remaining secondary conditions, excluding Stress and Anxiety

3. Meeting Notes, Decisions, Issues

which will be included in the Stress Management Section. Gwen will also write up a section on Personal Care.

Chapter 5: Things to Know as a PCA. April talked about what she had done with Universal Precautions, Infection Control, Cleaning. After much discussion, it was decided that we need to change the Chapter Headings. The new headings will be:

- Fire and Home Safety: Jutta had worked on this section and will write up the new section.
- Infection Control, which will include Universal Precautions, hand washing techniques, etc.
- Housekeeping, which will include cleaning techniques, other material from Chapter 5 about keeping a clean environment
- Things to Know As a PCA, which will include miscellaneous information such as time management suggestions, scheduling, transportation guidelines, etc.

Chapter 6: Abuse and Neglect: Jolynn completed this section. All approved a name change for this section to Legal and Ethical Concerns. Jolynn's changes were approved. She will add a section on Fraud and a section about end-of-life issues, using the materials from the curriculum Gwen distributed.

Stress Management: Jane presented the material she had worked on. She will add a section on relaxation techniques. Julie will forward Jane's material to all other group members.

Orientation Section: All agreed that the general orientation section can be written in July, in conjunction with the Member-related Group.

Next Meeting: Will complete work on the manual and will start working on an Employee Packet that will be given to each worker.

4. Action Items

| <i>Action</i> | <i>Assigned to</i> | <i>Due Date</i> | <i>Status</i> |
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| Make revisions suggested by group to all manual chapters. | Julie | 6/7/07 | Ongoing |
| Take approved documents to Steering Committee. | Julie | 5/23/07 | |
| Send revisions and new sections to Julie for compilation and formatting. | All members assigned topics. | 5/31/07 | |

5. Next Meeting

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| <i>Date:</i> | June 7, 2007 | <i>Time:</i> | 11:00 | <i>Location:</i> | AHCCCS (801 E. Jefferson); Ocotillo Room |
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